

**Tewksbury School Committee  
Regular Meeting #7  
Wednesday, December 6, 2017  
Tewksbury Memorial High School, Library  
320 Pleasant Street, Tewksbury**

**SCHOOL COMMITTEE MEMBERS PRESENT**

Krissy M. Polimeno, Chairperson  
James A. Cutelis, Vice-Chairperson  
Keith M. Sullivan, Clerk  
Arthy S. Bennett, Member  
Dennis G. Francis, Member

**SCHOOL ADMINISTRATORS PRESENT**

Christopher J. Malone, Superintendent  
Brenda T. Regan, Assistant Superintendent  
Sheri L. Matthews, Director of Business Services

**CALL TO ORDER**

Ms. Polimeno called the December 6, 2017 Regular School Committee meeting to order at 5:45 p.m.

Ms. Polimeno announced the School Committee will be convening an Executive Session to continue discussion relative to strategy with respect to collective bargaining or litigation.

Mr. Francis moved, seconded by Ms. Bennett, to enter into an Executive Session to continue discussion relative to strategy with respect to collective bargaining and/or litigation. The School Committee will reconvene in Open Session at 7:00 p.m.

Roll Call Vote: Voting Yes: Mr. Sullivan, Mr. Cutelis, Mr. Francis, Ms. Bennett, and Ms. Polimeno. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

At 6:13 p.m., Mr. Francis moved, seconded by Ms. Bennett to adjourn the Executive Session and reconvene the Regular School Committee meeting. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

**RECOGNITION**

**MCAS/John & Abigail Adams Scholarship recipients.**

At 6:30 p.m., the School Committee recognized the achievement of the 2017 Legacy MCAS and Next Generation MCAS top performing students along with the recipients of the John and Abigail Adams Scholarship recipients in the Christine McGrath Performing Arts Center. (See attached list)

**ANNOUNCEMENT**

Ms. Polimeno announced that the December 6, 2017 Regular School Committee Meeting will be televised and recorded. Under the Open Meeting Law, the public is permitted to make an audio or video recording of an open session at a public meeting. At this time, Ms. Polimeno asked that if anyone is recording tonight's meeting to please identify himself/herself.

***Approved 1-10-2018***

Roslyn Impink was present representing the Town Crier.

## **PLEDGE OF ALLEGIANCE**

Ms. Polimeno led the School Committee in the Pledge of Allegiance.

## **STUDENT REPRESENTATIVE**

### **Notes From Tewksbury Memorial High School**

Grace Morris reported on the news from Tewksbury Memorial High School:

- DECA's Fashion Show went tremendous, they were able to raise over \$10,000 for the Meghan McCarthy fund, 70 students participated in the show, and 10 helped behind the scenes. DECA is thankful for NHS and Drama Club for their help and support. They are preparing for their district conference on January 9th, at UMass Lowell.
- SADD is working on a gift drive for the Nashua Children's Home.
- ECHO will be helping out at the Heath Brook School's Holiday Breakfast on Saturday and are holding a movie night at Heatherwood on Wednesday.
- Student Council is in the process of collecting for their three charities for the holiday and looking for new events to take part in.
- Best Buddies' trip to go see *Justice League* was a huge success and are glad to see that all of the Buddies had a great time. They are planning a holiday party and are preparing for the Unified Bocce Tournament.
- International Club are volunteering at movie night at Heatherwood.
- NHS held a bake sale with proceeds going to the Nashua Children's Home, they raked leaves for the elderly citizens, and will volunteer at the Heath Brook School's Holiday Breakfast. They are sending out induction letters to the juniors.
- TMHS had some student interest in a Chess Club. It is running informally as interest increases.

## **PRESENTATIONS**

None

## **CITIZEN'S FORUM**

Ms. Polimeno inquired if there was anyone in the audience wishing to address the School Committee this evening regarding any item on the agenda. Not seeing anyone, the Committee moved on to Approval of the Minutes.

## **APPROVAL OF MINUTES**

Mr. Sullivan moved, seconded by Mr. Francis, to approve the November 15, 2017 Regular Meeting minutes. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

## **SUBMISSION OF PAYMENT OF BILLS**

Mr. Sullivan moved to approve the payroll period ending November 16, 2017, to be approved and certified in the amount and categories as shown (\$1,412,469.05), seconded by Mr. Francis.

Roll Call Vote - Voting Yes: Ms. Bennett, Mr. Francis, Mr. Cutelis, Mr. Sullivan and Ms. Polimeno. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

Mr. Sullivan moved to approve the payroll period ending November 30, 2017 to be approved and certified in the amount and categories as shown (\$1,288,511.26), seconded by Mr. Francis.

Roll Call Vote - Voting Yes: Ms. Bennett, Mr. Francis, Mr. Cutelis, Mr. Sullivan and Ms. Polimeno. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

## **SUPERINTENDENT REPORTS**

### **Mr. Malone presented the Superintendent's Report:**

This evening the School Committee honored over 120 students who scored perfect on the 2017 ELA, Math, and/or Science Next-Generation MCAS or Legacy MCAS. He reported it was a great evening with tremendous support of parents and guardians. He added that the School Committee also recognized over 60 students who earned the John and Abigail Adams Scholarship Award.

Mr. Malone recognized the Wilmington/Tewksbury Elks thanking them for presenting grade 3 students at the North Street School and the Trahan School with dictionaries embossed with their name.

Mr. Malone reported that he and Assistant Superintendent Regan met with a representative from the Massachusetts Department of Elementary and Secondary Education to discuss the *Lead the Nation* program.

Mr. Malone reported that the district was notified by the Massachusetts Department of Elementary and Secondary Education, in response to the continued conditions in Puerto Rico, that Tewksbury could expect students and families arriving from Puerto Rico. Mr. Malone stated that the district will be prepared and welcome students from Puerto Rico.

Mr. Malone reported he attended the Senior Project assembly at Tewksbury Memorial High School relating that Sean O'Leary, Assistant Principal, gave a great presentation, sparking interests in students and expanding opportunities for students at TMHS and have direct pathways for students entering college and/or the workforce.

Mr. Malone reported he has begun a focus group to discuss the Strategic Plan, meeting with small groups of staff members, to talk about the Strategic Plan and to get feedback on elements the staff feels important.

### **Ms. Regan presented the Assistant Superintendent's Report:**

Ms. Regan provided an update on the December 7th half-day Workshop reporting on the professional development opportunities for staff.

Ms. Regan provided an update regarding the *add/drop course* for the second semester at Tewksbury Memorial High School relating that students will have the opportunity to adjust their electives within the first five days of Semester II. The Guidance Department will contact all second semester course teachers and students notifying them of the changes.

Ms. Regan reported that last week she attended the Title I CASE Conference with Superintendent Malone, Mr. Paul, Ms. Bosworth, and Principals, Terry Gerrish and Judi McInnes. Ms. Regan reported that the conference is a great resource for districts on how to use Title I funding and supports districts in supporting struggling learners.

### **Ms. Matthews presented the Director of Business Services Report:**

Ms. Matthews reported that the budget season is in full-swing, budgets are due to her from the principals by Friday, and she is working with the Town Manager to make sure when we present the proposed FY19 budget that the district is in-line within the Town's recommended parameters. She noted that this a negotiation year for all Collective Bargaining Units, when presented, there will be a separate line for Collective Bargaining salaries. In response to a question from Ms. Polimeno, Ms. Matthews stated that until she hears from the Town Manager the district will be level funding. Ms. Matthews is looking forward to the first budget workshop in January.

## **CONSENT AGENDA**

Ms. Polimeno asked if anyone would like to remove any item from the Consent Agenda. Seeing none, Ms. Polimeno asked for a motion to approve the Consent Agenda. Mr. Francis moved, seconded by Ms. Bennett, to accept the Consent Agenda as presented. 5-0.

## **CONSENT AGENDA**

1. **Correspondence**

- a. Trahan Elementary School STEAM Lab Open House - November 16, 2017
- b. MA Dept Elementary & Secondary Education - School Climate Survey Pilot

2. **Enrollment Update**

November 2017

3. **Monthly Expenditure Report**

None

4. **Personnel Items**

**New Hires:** Robert Paolini (\$19,549 *prorated*), Classroom Instructional Aide at the John F. Ryan Elementary School, effective October 17, 2017; Timothy Doherty (\$36,434 *prorated*), Custodian at Tewksbury Memorial High School, effective November 20, 2017

**Transfers:** None

**Retirements/Resignations/Terminations:** George Collins, Custodian at Tewksbury Memorial High School, effective September 17, 2018

**Appendix B - Coach Position:** None

5. **Acceptance of Donations/Gifts:** None

6. **Fundraisers/Raffles:** Junior Classical League fundraising event selling packaged cookie mixes from November 16, 2017 through December 8, 2017; Class of 2020 will host a "Restaurant Night" (Panera Bread) fundraising event on November 30, 2017

## **COMMITTEE REPORTS**

### **Elementary School Building Committee**

Mr. Francis presented a brief update to the community from the Elementary School Building Committee and the OPM reporting we continue to review and meet to discuss the project Designer Selection, Project Scope, and the potential Site Selection. Mr. Francis reported the ESBC will attend the MSBA Designer Selection Panel meeting on December 12th to review, rank and select a designer.

The next ESBC meeting will be on December 14th, at 6:00PM, at the Town Hall. Ms. Polimeno reported that as the district continues to move forward in the project, if anyone in the community would like to get involved, we will have Friends of the New Elementary committee, please reach out to Mr. Francis, Mr. Cutelis, and Mr. Malone.

### **Tewksbury Education Foundation**

Ms. Bennett reported that the TEF Annual Auction was successful as well as the annual Barnes and Noble fundraiser. She stated there was large community support. She reported the TEF will work with the Superintendent to fund needed 21st century learning tools.

### **Wellness Advisory Committee**

Mr. Sullivan reported he was unable to attend the November meeting. He will be meeting with Elaine Walsh for an update and will present that to the School Committee at the next meeting.

### **POLICY CHANGES, PROPOSALS, AND ADOPTION**

#### **MASC Policy Reference Manual Review and Recommended Updates**

Ms. Bennett presented the following policies for the Second and Final Reading. **Policies Recommended to Revise as a Result of Legal Changes, Changes in Practice, or Updating of Language to Reflect Modern Needs:** **DGA** - Authorized Signatures; **DJE** - Procurement Requirements; **DK** - Payment Procedures; **DKC** - Expense Reimbursement; **EB** - Safety Program; **EBAB** - Pest Management Policy; **EBB** - First Aid; **EBC** - Emergency Plans; **EC** - Buildings and Grounds Management; **ECA** - Building and Grounds Security; **EDC** - Authorized Use of School Owned Materials; **EEAA** - Walkers and Riders; **EEAEA** - Bus Driver Examination and Training; **EEAEA-1** - Drug, & Alcohol Testing for School Bus & Commercial Vehicle Drivers; **EFC** - Free and Reduced Price Food Services; **FA** - Facilities Development Goals; **FF** - Naming Facilities; **FFA** - Memorials; **GBA** - Equal Employment Opportunity; **GBEA** - Staff Ethics; **GBEB** - Staff Conduct; **GBED** - Staff Tobacco; **GBGB** - Staff Personal Security; **GBGE** - Domestic Violence Leave; **GBGF** - Family and Medical Leave; **GBI** - Staff Participation in Political Activities; **GBK** - Staff Complaints and Grievances; **GCBA** - Professional Staff Salary Schedules

Ms. Bennett recommended that the School Committee vote to approve the policy changes on second and final reading.

Mr. Francis moved to approve the policies as presented, seconded by Mr. Cutelis. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

### **OLD BUSINESS**

#### **Next Generation MCAS Update**

Ms. Regan reported the district reviewed the MCAS testing schedule and will meet to identify the testing schedule dates for Tewksbury relating she will have a draft for the January 10th School Committee meeting.

### **NEW BUSINESS**

None

### **SCHOOL COMMITTEE MATTERS OF INTEREST**

Mr. Sullivan thanked the School Committee, administrators and the community for helping to put together a basketball game between the Tewksbury Redmen and the Auburn Rockets, in honor of Ron Tarentino, scheduled on December 22nd. He also thanked our state delegation, Representative Miceli, Representative Lyons, and Senator L'Italien. Mr. Sullivan reported he is working with the Town Manager and the Board of Selectmen to erect a permanent memorial for Officer Ron Tarentino.

Ms. Polimeno reported the administrative team will be going to Wamesit Lanes to celebrate the holiday season.

### **FUTURE MEETINGS**

January 10, 2018; January 24, 2018; February 14, 2018

### **FUTURE AGENDA ITEMS**

### **ADJOURN**

At 7:33 p.m., Ms. Polimeno adjourned the December 6, 2017 School Committee meeting with a motion from Mr. Francis, seconded by Ms. Bennett. All Aye. Unanimous Vote. Motion carried 5-0.